

**STATE OF LOUISIANA  
DEPARTMENT OF CIVIL SERVICE  
BATON ROUGE, LA**

***HR Handbook Update No. 2009 – 0009***

***To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS***

***Subject: Update to the on line HR Handbook – PPR Resources Section***

***Issue Date: June 15, 2009***

This is to advise agencies that the topic *Rating Supervisor Responsibilities* has been added to the PPR Resources section of the HR Handbook.

REASON FOR THE CHANGE: General Circular 1763 issued on May 7, 2009 outlined proposed changes to Chapter 10 of the Civil Service Rules. Those rules were adopted at the June 3, 2009 meeting of the Civil Service Commission. This new information outlines the implementation requirements for this addition to the PPR rules in Chapter 10.

According to the additional rules, Rating Supervisors will no longer be eligible for a merit pay increase if they do not comply with the requirements of Chapter 10 during their rating period. Several scenarios are outlined in the handbook to assist agencies in the transition and implementation of this requirement.

If you would like any additional information, or if you have any questions, please contact your Assistance Coordinator at 225-342-8274.

Sincerely,

s/Shannon S. Temple  
Director